

## How to obtain a “College Student” Visa

The applicants who live overseas (A) and the applicants who live in Japan (B) or (C) need to take the following visa application procedures, respectively.

### **(A) Applicant who lives overseas**

If the applicant lives overseas and does not have a Japanese visa, he/she needs to apply for a Certificate of Eligibility (“COE”).

→Please refer to **reference A**

### **(B) Applicant who lives in Japan**

If the applicant lives in Japan and has already got a Japanese visa other than “College Student”, he/she needs to apply for a Change of Status of Residence (“CSR”).

→Please refer to **reference B**

### **(C) Applicant who lives in Japan**

If the applicant lives in Japan and has already got a “College Student” visa, he/she will apply for Permission for Extending Period of Stay. (If needed)

→Please contact Student Division.

### For your information:

\* Immigration Bureau of Japan:

<http://www.immi-moj.go.jp/english/index.html>

\*The Information Center of the Immigration Bureau:

<http://www.immi-moj.go.jp/english/info/index.html>

\*Visa Consulting Service in Tokyo Tech:

[http://www.titech.ac.jp/english/enrolled/international\\_student/visa.html](http://www.titech.ac.jp/english/enrolled/international_student/visa.html)

### Contact:

Student Division, Tokyo Institute of Technology  
2-12-1-W8-101, O-okayama, Meguro-ku, Tokyo 152-8500  
(O-okayama Campus, West number 8 Building 1F.)  
Tel: 03-5734-3006  
E-mail: kyo.gsk@jim.titech.ac.jp

## **Reference A**

### **Documents Required for Applying a Certificate of Eligibility for a Student Visa**

#### **(A. For the applicants who live overseas and do not have Japanese visa)**

Foreigners who come to Japan to enroll in Japanese Universities must obtain a “College Student” visa. The Student Division of Tokyo Institute of Technology (“Tokyo Tech”) will apply for a COE for selected applicants as the applicants’ proxy. Please submit the following items to Student Division with the Research Student application materials during the application period.

### **The Necessary documents for Application for a COE:**

#### **1. Application for Certificate of Eligibility**

1) “For applicant, part 1, 2, 3”: Please fill out referring to the SAMPLE.

2) “For organization, part 1, 2”: Please fill out referring to the SAMPLE.

Submit the electronic files (in Excel format) of 1 and 2 as well as paper application. Send the electronic files to: kyo.gsk@jim.titech.ac.jp

\*You can download the form and the SAMPLE of “Application for COE” from Tokyo Tech’s website:

[http://www.gakumu.titech.ac.jp/kyoumu/data/kenkyusei/kyokumu.shihi.rs\\_pro\\_2\\_e.html](http://www.gakumu.titech.ac.jp/kyoumu/data/kenkyusei/kyokumu.shihi.rs_pro_2_e.html)

#### **2. A Photo (size: 40mm (height) x 30mm (width))**

#### **3. Documents to prove your financial background (either one of the following documents.) ※**

**1: In the case you will be a self-supported student, please submit:**

- Document to prove that you are a scholarship recipient, or
- Certificate of bank balances

**2: In the case you will be supported by money transfer from a family member or a relative or a third party in your own country, please submit:**

- Certificate of bank balances of the person who transfers money to you
- Statement of Financial Support (explaining the reasons for becoming the applicant’s sponsor, the method and the amount of support, etc)
- Certificate of employment of the financial supporter (For those who are still working)
- Family register certificate, which shows the relationship between the applicant and the financial supporter. (For China, Myanmar, Bangladesh and Mongolia only)

**3: In the case you will be supported by a third party who lives in Japan, please submit:**

- Taxation certificate or tax payment certificate of the third party that carries his/her total annual

income

- Certificate of final income tax return, or withholding tax slip
  - Certificate of bank balances
  - Statement of Financial Support (explaining the reasons for becoming the applicant's sponsor, the method and the amount of support, etc)
- ※ If the document is written in language other than Japanese, please attach the Japanese translation, which can be made either by the applicant or any third party. Notarization is not required. Write the translator's name and the date of translation on the Japanese translation.
- ※ Original documents are required. In case the document can not be reissued and you want to keep it, please inform us. We will return it to you after application to the Immigration Bureau.

#### **4. One copy of your passport (page showing name, nationality with photo)**

After Tokyo Tech submits successful applicants' applications for COE to the Immigration Bureau, it will take about 4-6 weeks for COE to be issued.

#### Submission:

Student Division, Tokyo Institute of Technology  
2-12-1-W8-101, O-okayama, Meguro-ku, Tokyo 152-8500  
(O-okayama Campus, West number 8 Building 1F.)  
Tel: 03-5734-3006  
E-mail: kyo.gsk@jim.titech.ac.jp

## **Reference B**

### **Documents Required for Application for Change of Status of Residence**

#### **(B. For the applicants who live in Japan and have already got a Japanese visa other than “College Student”)**

If the applicants who already have status of residence other than “college student” wish to change their visa status to “College Student”, they must go to the Immigration Bureau and apply for the change by themselves. Please note that the application form for Change of Status of Residence (“CSR”) consists of two parts; “For applicant” and “For organization”. The applicants need to submit the “For organization” part to Student Division to have it completed with the official seal of the organization (Tokyo Tech). Tokyo Tech will complete the application form for CSR (“For organization” part) and send it with the “Certificate of Enrollment Permit” (Note) to the successful applicants at the beginning of February (for April semester) or August (for October semester)

Successful applicants should apply for CSR as soon as they receive the “Certificate of Enrollment Permit” and the application form for CSR (“For organization” part).

In the cases when they already have the status of residence other than “College Student” such as “Spouse of Japanese national”, “Long-term Resident”, or “Dependent”, then they are not necessarily required to change their visa status to “college student”. However, if they do not obtain a “College Student” visa, they may not be able to apply for various kinds of assistance and scholarships for international students.

(Note) Tokyo Tech will issue to students “Certificate of Enrollment” in the enrollment procedure’s date in April or October. To apply for Change of Status of Residence to the Immigration Bureau, please use the “Certificate of Enrollment Permit” which is scheduled to deliver to the selected applicants two months before the entrance date.

### **The Necessary documents for Application for CSR:**

#### **1. Application for Change of Status of Residence**

- 1) “For applicant, part 1, 2, 3”: Please fill out referring to the SAMPLE.
- 2) “For organization, part 1, 2”: Please fill out referring to the SAMPLE, and submit to Student Division at the time of application period. Submit an electronic version (in Excel format) as well as a paper application.

Send the electronic file to: kyo.gsk@jim.titech.ac.jp

\*You can download the form and the SAMPLE of “Application for CSR” from Tokyo Tech’s website

[http://www.gakumu.titech.ac.jp/kyoumu/data/kenkyusei/kyokumu.shihi.rs\\_pro\\_2\\_e.html](http://www.gakumu.titech.ac.jp/kyoumu/data/kenkyusei/kyokumu.shihi.rs_pro_2_e.html)

#### **2. Photocopy of your passport and your residence card**

#### **3. Documents for Evidence**

**”Certificate of Enrollment”** (with affiliation and research content.)

- Tokyo Tech will issue a “Certificate of Enrollment” in the enrollment procedure’s date in April or

October. To apply for Change of Status of Residence, please use “Certificate of Enrollment Permit” which is scheduled to deliver to you two months before the entrance date.

**□ Documents to prove your financial background (either one of the following documents.)**

**1: In the case you will be a self-supported student, please submit:**

- Document to prove that you are a scholarship recipient.
- or Certificate of bank balances

**2: In the case you will be supported by money transfer from a family member or a relative or a third party in your own country, please submit:**

- Certificate of bank balances of the person who send money transfer
- Statement of Financial Support (explaining the reasons for becoming the applicant’s sponsor, the method and the amount of support, etc)
- Certificate of employment of the financial supporter (For those who are still working)
- Family register certificate, which shows the relationship between the applicant and the financial supporter. (For China, Myanmar, Bangladesh and Mongolia only)

**3: In the case you will be supported by a third party who lives in Japan, please**

Submit:

- A copy of taxation certificate or tax payment certificate of the third party that carries his/her total annual income
- Copy of final income tax return, or withholding tax slip
- Certificate of bank balances
- Statement of Financial Support (explaining the reasons for becoming the applicant’s sponsor, the method and the amount of support, etc)

※ If the document is written in language other than Japanese, please attach the Japanese or English translation, which can be made either by the applicant or any third party. Notarization is not required. Write the translator’s name and the date of translation on the translation version.

※ Original documents are required. In the case the document can not be reissued and you want to keep it, please consult with the Immigration Bureau.

※※The immigration bureau may request you to submit other documents. Please refer to the immigration bureau’s website below and follow the applicable procedures as set forth in the website.

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>

## **Visa Consulting Service**

Tokyo Institute of Technology has launched the Immigration and Visa Consulting Service in order to provide support to international students and researchers with several application procedures that concern foreign residents. You can use the service free of charge simply for consultation. You will however need to pay a commission if you ask this service to apply on your behalf.

Visa consulting service staff will be in Tokyo Tech with the limit of days (once a week). Therefore, before using this service please be advised that it would take longer than going to the Immigration Bureau by yourself.

For more details of the consulting service, such as the schedule and location, please refer to the website below:

[http://www.titech.ac.jp/english/enrolled/international\\_student/visa.html](http://www.titech.ac.jp/english/enrolled/international_student/visa.html)